DOCUMENT RESUME

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| TITLE | [Director Checklist and Child Care Checklist: Examinations for the Position of Center Director and the Position of Child Care Provider (with User Guides).] |
| INSTITUTION | Scheig Associates, Inc., Gig Harbor, WA. |
| PUB DATE | 93 |
| NOTE | 60p. |
| AVAILABLE FROM | Scheig Associates, Inc., P.O. Box 2621, Gig Harbor, [illegible] 335 ($40). |
| PUB TYPE | Tests/Evaluation Instruments (160) |
| EDRS PRICE | Document Not Available from EDRS. |
| DESCRIPTORS | *Administrators; *Aptitude Tests; Attitude Measures; Check Lists; *Child Caregivers; *Day Care; Early Childhood Education; Educational Attitudes; Evaluation Criteria; *Job Applicants; Job Skills; Performance Factors; *Vocational Aptitude; Vocational Evaluation; Work Attitudes |

ABSTRACT

The two separate evaluation instruments combined here are designed to help companies identify applicants for the positions of director and child care provider who have the greatest probability of being outstanding performers on the job. Each instrument contains three sections. Section 1 is an interest and willingness checklist, which acts as a communication tool to the applicant and describes what the director or provider position entails. It also allows the applicants to select themselves out by indicating unwilling responses. Section 2 is a forced-choice checklist that pairs high-performance elements with low-performance elements that have been controlled for social desirability. This section is designed to select those applicants who define themselves in high-performance terms. Section 3 is a series of critical incidents that directors or providers would encounter on the job. This part of the instrument seeks to identify applicants who, by their responses, demonstrate the same competencies as outstanding directors and providers. Both instruments are accompanied by a set of guidelines that outline the objectives of the instrument, explain the administration of the instrument, and provide instructions for having the scores interpreted by the publisher. (MDM)

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